

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 18, 2013**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 6:00 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Leary seconded to come out of non-public session @ 7:01 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Leary seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 7:02 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 7:26 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board interviewed potential employees for the Police Department and Public Works Department.

GUESTS: Tina Connor, Tim Redmond, Jan Snyder, Frank Campana, Ryan Frisbee, Barry Charest, Jean LeMay, Keith Auberg, Dawn Wheeler, Barbara Fraser, Allison Montplaisir, Robert Charest, Shelly Ann Dyess, John Houle, Susan Winsor, Chris Hague, Paul Marsh, Leeroy Marcroft, Sheila Savaria, Marissa Charest, Phil Deitsch, Faun Deitsch, Hannah Deitsch, Rene Montplaisir, Brandon Montplaisir, Kenneth Cox, Nicholas Nadeau, Andy Fulton, Chief John Velleca

7:30 p.m. Chairman Clow called the meeting to order.

Chairman Clow noted that the Board conducted several interviews in non-public session prior to the meeting and as a result of those interviews will be hiring for those positions.

SWEARING IN POLICE OFFICERS

Chief Velleca introduced Barry Charest, who is currently a part time officer. Officer Charest was deployed in 2003-2004, has 14 years of military service, and is highly decorated. Chief Velleca would like to hire Officer Charest as a full time officer.

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Vice Chairman Butt moved, Selectman Lacasse seconded to hire Barry Charest as a full time Weare Police Officer at \$18.56 per hour effective immediately. Passed 5-0-0

Chief Velleca introduced Ryan Frisbee, who is 25 years old and from Ithaca, NY. Mr. Frisbee holds a bachelor's degree and is first generation law enforcement.

Selectman Leary moved, Selectman Lacasse seconded to hire Ryan Frisbee as a full time Weare Police Officer at \$18.56 per hour effective immediately. Passed 5-0-0

Chairman Clow swore in Barry Charest and Ryan Frisbee as full time Weare Police Officers.

DEPARTMENT HEAD AND COMMITTEE ITEMS – Tim Redmond, Public Works Director, recommended that the Board hire Jean Maurice LeMay, resident of Weare, as a truck driver/transfer attendant.

Selectman Lacasse moved, Selectman Leary seconded to hire Jean Maurice LeMay as a full time truck driver/transfer attendant at \$13.65 per hour effective November 30, 2013. Passed 5-0-0

Discuss Chipmunk Falls Property – Chair of Conservation Commission (CC), Andy Fulton, told the Board that the CC is looking to complete a land acquisition project this year utilizing funds from the town conservation fund. The 6.8 acre parcel is at the top of Chipmunk Falls at the edge of Dustin Brook. There are three town owned parcels in the area as well as a conserved easement property that is privately held. This property is made available to the town by the owner who has held it since the early 90s and is interested in closing on the property by the end of the year. The tentative closing date is December 6th. Mr. Fulton is asking the Selectmen to authorize accepting the property. The funding sources are lined up using the conservation fund and through the Piscataquog Land Conservancy (PLC). PLC will likely be the easement holder. The parcel is strategically located right at Chipmunk Falls, which is the largest waterfall in town with a 30 foot drop. The parcel does about a town owned parcel. The primary purpose for conservation is so that it will not be a building site. The language for the easement has not been drafted, but will likely be standard and include no motorized vehicles other than snowmobiles in season. It will open to the public for recreation with access from the backside of Craney Hill. There is currently a camp on the site that was first built in the mid 70s and the current owner last occupied it through the winter 10 years ago. The plan is to remove the structure. Mr. Fulton said that he brought this to the Board so they will become comfortable with the project so at the closing the Board will sign the acquisition on behalf of the town. The ballpark estimated cost for the project is \$38k. Vice Chairman Butt is concerned with access. Chipmunk Falls Road is a private road. Mr. Fulton said it is only accessible by small four wheel drive vehicle with no parking, so it is a walk in destination from Craney Hill Road. Vice Chairman Butt asked about signage to let people know that it is there. Mr. Fulton said it will be on their website and boundary blazing will be done. Vice Chairman Butt noted that in the past they talked about signage being included when they acquire parcels and that there be parking. Mr. Fulton said not conducive to parking and he does not envision signage on Craney Hill Road. Selectman Lawton said that it would be appropriate to identify the location of the falls for people.

Mr. Fulton explained that a map of the town he showed the Board, assigns a value to sections of land for different conservation attributes. The parcel is in a long term area of interest to the CC and the landowner contacted them with a price that the CC can afford. The CC tries to target areas that have a large conservation value. The value to the town is the access and the beauty of the location. Activities will be allowed and encouraged.

Vice Chairman Butt commented on having a hard time finding the Eastman forest because there was no signage. He did not even know that Chipmunk Falls existed and he would like to go see it and would like to see a sign identifying the location. Mr. Fulton noted that the need for signage or a kiosk identifying the conservation areas was expressed to him before. Mr. Fulton does not see the ability in the CC which is made up of all volunteers and funding is also a concern. He does not see how they can task volunteers with an assignment of building or the management of signage. Chairman Clow mentioned that it would be beneficial to

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have a pamphlet identifying all the conservation areas that are open in the town and there would be no maintenance issues with the pamphlet. The pamphlet would be of value to the community. The major areas perhaps would have more, but they would need to maintain a kiosk. Selectman Lacasse mentioned purchasing a wood sign. Chairman Clow commented on the map being a great tool that gives credibility to their decisions regarding conservation. PLC has markers on the land they hold easements on. Mr. Fulton noted that a lot of the town land and forest is blazed. It was mentioned that there are people who put their land into conservation easement so that it won't be developed, but it might not have public access because they never came to the Board and did not request funding. Mr. Fulton said that the signage can be suggested to PLC. The only concern that the Board has with the land acquisition is signage to identify the parcel.

Discuss Library Carpeting – Christine Hague told the Board that the carpet on the main floor is the original carpet from 23 years ago that was improperly installed. In 2010 the Joint Loss Committee wrote in their report that the carpet was a safety issue. It was originally installed with less glue than should have been used on a carpet and now all the glue is dried up. Two estimates were received. Bailey's quoted \$6,023 for a rolled carpet and Eaton's quoted \$6,710 for carpet squares. Eaton said that they would still need to move the circulation desks and smaller items, but the stacks will not have to be moved. Most of the stacks are second hand and are not flush with the floor. Along the wall are small bookcases and will not be hard to move. Moving the main stacks would double the price and they would need to close the Library. Ms. Hague said that if there is any interest from the Selectmen, she will ask Eaton for more information. Selectman Lacasse encourages them to hold 10% in extra tile carpets above and beyond what is needed as attic stock for future use. Vice Chairman Butt said that over the past several years Ms. Hague has talked about a new building, but stated that they will be there for a while. Ms. Hague said that the building consultant said they need a feasibility study. They also need to know their support and need funds. Ms. Hague said that it is not happening right now. Computers take up space and the fact that they may circulate fewer books does not mean that the library space needed will minimize. They do not know what the future holds.

There is a balance of \$67,552.76 in the Government Building and Maintenance Fund. Paul Marsh, Library Trustee, told the Board that they are looking for an option to utilize the Building Maintenance Fund or a warrant article. Chairman Clow said that they usually add funds to the Government Building and Maintenance fund instead of taking a specific item request, which allows more flexibility and the decision on how to spend from the fund is made by the Board. Vice Chairman Butt is concerned with when they first put that warrant article on for the Government Building and Maintenance fund they had listed specific items. He feels that they should always keep \$60k in the fund for emergency situations and with this expenditure of \$7k it would bring the fund down to \$60k. Vice Chairman Butt asked if there is a possibility of the library applying a couple thousand to help offset the expense. Ms. Hague said that they have to write their gross budget and they usually go until December to see what is left in their budget and the Paige Trust has dwindled, but they could look to that to see if there are funds. After the next Library Trustees meeting on December 6th they will know what they have available. Chairman Clow said that they have a responsibility to fund items such as flooring. Vice Chairman Butt noted that they have a limited amount of money available for all government buildings and it would be nice to get offset from Library funds. Chairman Clow mentioned that the library roof, town office roof, and gazebo were all done this year and it is a positive time to ask the voters for funds to keep the maintenance going. Chairman Clow said that after the next trustees meeting they will see what is available for funds to put towards carpet, but he is inclined to support the project because the library is one of the most important buildings in town. Vice Chairman Butt mentioned the need to put an article on the warrant to fund the Government Building and Maintenance fund. Ms. Hague will make an inquiry on laminate flooring.

Selectman Lacasse left the meeting at 8:45 p.m.

2014 PROPOSED BUDGETS

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Library – Paul Marsh, Library Trustee, explained that the library has ownership of their budget and the Trustees of the Library are the agents to expend under state law. The library budget is submitted to the Board of Trustees. A total budget is presented to the Selectmen. The library bills the town, the town submits a check to the library, and that money is spent through their treasurer. Any unspent money in the library budget is returned to the general fund. The 2013 approved library budget was \$186,971 and if they did not make any changes the 2014 default would be \$187,285.95. The requested 2014 budget total is \$190,39.95, which reflects an approximate increase of \$3,000. Vice Chairman Butt questioned the default number. It was noted that the \$121,516 includes raises that were part of the special article which were added to the budget. Ms. Hague said that they are requesting an additional 416 hours because they are understaffed. The default number should be a little higher because the raises from last year should be a full year for 2014. Ms. Hague will run the numbers again because either the approved or default number is wrong. They were over budget on phone. The E rate grant was drastically reduced. Ms. Hague said that they bought a movie license, which will be expended from the Programs line, which also includes passes to museums that they purchase. Building maintenance includes \$1,000 for grounds that they did not have to pay in the past when they were able to utilize the Hillsborough County crew.

Town Administrator Bolton said that they received notification that the health insurance rate increase could be up to 10.8%. Currently the town's family plan, with 10/20/45 for prescriptions, costs \$1,858.61 and will increase to \$2,059.18. If they change the family plan to 10/40/70 for prescriptions it would cost \$1,654.45 monthly. Vice Chairman Butt said that they need to consider the amount the employees are paying towards the plan. If they change the plan to the higher prescriptions there would be a reduction in the tax obligation. It was questioned if the employee contribution was increased from 5% to 10% do they come up with the same difference. Mrs. Connor will have to run the numbers. Chairman Clow noted that \$70 is a lot of money for prescription copay. They would need to have everything spelled out for discussions and for negotiations. Town Administrator Bolton is waiting for the insurance information to change the numbers in all the budgets, but 10.8% is the guaranteed maximum rate.

Code Enforcement/Land Use/Assessing – There is an increase in dues. Mileage reimbursement is included in the budget. Vice Chairman Butt asked if any effort is being made to utilize email instead of postal mail. Mrs. Connor noted that a reading needs to be taken off of the postage machine. Vehicle maintenance is currently over expended.

Land Use/Assessing – The plan is to utilize hours to gather information for mapping. The increase mainly represents the increase in wages from last year's article and associated costs. Wendy Rice's position is split between assessing and building. She has been attending current use seminars and other seminars through DRA and utilizes her own vehicle to go to seminars and meetings.

Selectman Lacasse returned to the meeting at 9:24 p.m.

Town Clerk – The budget includes a \$500 longevity bonus for Maureen Bilodeau. A complete phone line was removed. The budget represents 10 hours coming from Finance over to the Town Clerk and associated costs. Vice Chairman Butt asked why they aren't seeing a reduction in postage since they are utilizing email. The E-Reg requires the town to occur postage costs to send the registration to the resident. Vice Chairman Butt wants to see the savings in postage due to utilizing email.

Elections – There will be three elections in 2014.

Tax Collector – There is an increase in the Title Deed Search due to the expected increase in the number of searches that will have to be performed. Historical there has been a 10% increase each year in the searches needed. There is revenue offset for the deed searches. The paper for the copier is purchased through the Selectmen's budget. The new copier is not set up to be used by code.

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Finance Administrator – The budget includes a \$250 longevity bonus. Software support increases annually approximately 3%.

Vice Chairman Butt noted that they made provisions in the personal policy for tuition based on grade, but there is nothing in the operating budget to cover those expenses. He suggests that they put \$5,000 in the Selectmen's budget for tuition reimbursement.

The Budget Committee will be meeting on Thursday, December 5th.

MANIFESTS

Checks dated: November 15, 2013

Weekly Payroll \$38,883.85

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 21, 2013. Passed 5-0-0

Accounts Payable \$93,797.54

\$250,000 John Stark \$250,000

Gross Payrolls \$41,076.25 (Includes taxes, credit union, police detail)

TOTAL \$384,873.79

Also, to order the Treasurer to sign payroll checks dated November 28, 2013, that will include payment for weekly wages and matching taxes. Also to order the Treasurer to sign up to \$10,000 in Accounts Payable checks should any month end payments arise. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.

MEETING MINUTES

Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of November 4, 2013 as amended. Passed 5-0-0

ADMINISTRATIVE REPORT

There is a last minute Intent to Cut that requires the Board signatures.

The Board's signatures are required on an abatement request for the Tax Collector for the property owned by the U.S. Government; \$56,100.74 was paid in full, which represents half of the interest.

The PARC department submitted two requests. They received three bids for sealcoating and striping the parking lot at Chase Park and two bids to install a new metal roof for the bathroom facilities. The lowest bid for the metal roof was from Ed Benoit Roofing for \$1,200. After discussing the prior balance in the CRF fund during the Library carpeting discussion the parking lot bids will be on hold for this year. Selectman Leary agreed that PARC should hold on this also due to the timing of the year. There will be a remaining balance of \$67,556.76 if the \$1,200 is expended out of the Government Building and Maintenance Fund.

Selectman Lacasse moved, Vice Chairman Butt seconded to award the bid for a new metal roof on the bathroom facilities at Chase Park to Ed Benoit Roofing and expend the \$1,200 from the Government Building and Maintenance Fund. Passed 5-0-0

Website – Virtual Town and Schools came in and met with individual departments. Town Administrator Bolton has not received feedback since. The tentative date to launch the website is January 1st. Town Administrator Bolton will reach out to Virtual Town and Schools regarding uploading the archived minutes to the new website.

Purchase Order Module – Selectman Lawton asked that no purchases be made without utilizing the purchasing software as of January 1, 2014.

The Police Chief contract discussion will be put on the next agenda

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The process of collecting address information for the E-9-1-1 mapping for Weare will begin on November 25th. The State vehicles will be clearly marked.

Payment Plans – Vice Chairman Butt said that they talked about payments being due the 15th of the month. Some of the taxpayers have not responded. The Tax Collector has reached out to those who owe 2011 taxes to let them know that the payment plan is available.

Lawn Care Contracts – The contracts expire at the end of the month. The Fire Department wanted some changes and PARCs wanted to change the frequency of how often the ball fields are mowed. It was discussed if the contract should be for two years or three. Selectman Lacasse and Chairman Clow would prefer a three year contract. It was noted that there is an out clause built into the contract. The contractual obligation states 2 inches, not a specified time frame. Selectman Leary asked if they could appropriate the money for the striping of the parking lot at Chase Park now. Mrs. Connor said that if they enter into a contract then they can encumber the funds, which will be coming from the capital reserve. Selectman Leary is concerned that if they don't commit then the price won't be honored.

The Board of Selectmen will meet on December 2nd, 9th, 16th and 30th.

CORRESPONDENCE – The East Shore Drive Road Association has asked the town to contribute towards the maintenance of the road. Approximately 71% of the occupants on East Shore Drive contribute to the roads care and the town owns property on the road. Seasonal residents pay \$100 and year round residents pay \$200. Selectman Lacasse does not think that the taxpayers should contribute to the road. By consensus, the Board agreed that the taxpayers should not contribute to the maintenance of the road. The Board noted that they should offer those strips of land to the abutting landowners. There is an assessed value on those strips of land.

Chairman Clow said that when Mr. Redmond came before the Board and asked about purchasing a used backhoe from the FEMA reimbursement funds the Board said they would get back to him. Mr. Redmond did research and there are some used backhoes with low hours available around \$47k. Mr. Redmond is recommending that the FEMA money be used to purchase a used backhoe. Chairman Clow said that if the Board is not going to make a decision the discussion needs to be put on the agenda as a specific item. Currently there is a backhoe, which is the only one the town owns, that is not road worthy at the Transfer Station that Mr. Redmond wants to keep until it no longer operates. Vice Chairman Butt said that there is no obligation to use the FEMA money towards that department and the Board needs to make a determination if they are going to spend and if so on what. They need to look at all requests. Selectman Leary noted that Mr. Redmond went out on his own and sought out this FEMA money and he is concerned they will keep him from doing that in the future. The FEMA reimbursement is taxpayer money that was already spent. Selectman Leary asked why they don't hold other department heads responsible to seek FEMA reimbursements. Chairman Clow said that the FEMA money is one issue and how it is spent is another. He noted that Mr. Redmond needs to defend the need of the backhoe. If a used low hour backhoe is purchased with the FEMA reimbursement it would not have to be put in CIP at all. Vice Chairman Butt said that the CIP had a discussion on how often the backhoe is needed to be road worthy and that they could rent or trailer it.

Vice Chairman Butt said that if there is any money remaining in the budget at the end of the year Chief Velleca is looking for two SUVs. He has enough money for one as a result of the insurance money and detail funds, but will be short to purchase the second. Chief Velleca said that he doesn't need the Durango and offered it to the Fire Department. Chief Vezina is taking the Durango and hopes that the Durango will last 3-5 years. This will eliminate the Fire Department request of \$30,000 for a new vehicle.

Jan Snyder told the Board that the town will not need a Tax Anticipation Note.

Chairman Clow moved, Vice Chairman Butt seconded to enter into non-public session @ 10:38 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt

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– yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes.
Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 10:42 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Leary seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary